

CHANGES IN POLICY, PRACTICES AND PROCEDURES AND OPERATIONS
Children's Administration
Revision Tables

PRACTICES AND PROCEDURES GUIDE				Revision #15
Section Title	Issue	Basis	Section #	Issued
1. Filing a Petition to Terminate Parental Rights	Revise and consolidate 4306 and 43604	Compliance with IV-E Workplan	P & P 4306, subsection (B.)	
2. Other Sources	Update section to reflect change of OCCP to DCCEL by deleting sections and/or changing name.	OCCP no longer in CA. Moved to ESA and is now DCCEL	P & P 45034 & 4503A4	
3. OCCP sections <ul style="list-style-type: none"> • Teen Parent Child Care • Seasonal Child Care • Homeless Child Care 	Delete sections	OCCP no longer in CA. Moved to ESA and is now DCCEL	P & P 4506-45083	
4. Sexually Aggressive Youth	There is a need to clarify placement issues for SAY youth regarding access, placement and other services.	Improve services and avoid tort cases	P & P 4536	
5. Change: <ul style="list-style-type: none"> • Procedures for Access (Specialized Receiving Care) • Procedures (Foster Care) • Procedures for Access (Therapeutic or Treatment Foster Care) 	Change reference 45232 to 45282	Technical	P & P 45292 E & F, 45303 D, 45323 D	
6. Adoption Placement Services	Change reference section number from 4536 to 4535.	Reference section incorrect.	P & P 45409 (A)	
7. Initial License	Delete section referring to OCCP	OCCP no longer in CA. Moved to ESA and is now DCCEL	P & P 5134	
8. Licensed Child Day Care Providers	Delete sections referring to OCCP	OCCP no longer in CA. Moved to ESA and is now DCCEL	P & P 5420	

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9. Legally Free	Incorporate definition	No formal definition in manual	Appendix A	
10. Guidelines	Add <i>Guidelines For Activities For Children In Foster Care</i>	Add information	Appendix C.	

CASE SERVICES POLICY MANUAL				Revision #12
Title	Issue	Basis	Section #	Issued
1. Removal of OCCP Procedures	OCCP no longer with Children's Administration. Changed to DCCEL & moved to ESA	Delete section to reflect change of OCCP to DCCEL.	8900	
2. Legally Free	Incorporate definition	No formal definition in manual	Appendix A	
3. Removal of OCCP Procedures & Update to reflect change of OCCP to DCCEL	OCCP no longer with Children's Administration. Changed to DCCEL & moved to ESA Update references to OCCP (now DCCEL).	OCCP no longer with Children's Administration. Changed to DCCEL & moved to ESA Update references to OCCP (now DCCEL). And to recent DLR changes.	Appendix C	

OPERATIONS MANUAL				Revision #13
Title	Issue	Basis	Section #	Issued
1. Removal of OCCP Procedures & Update to reflect change of OCCP to DCCEL	OCCP no longer with Children's Administration. Changed to DCCEL & moved to ESA Update references to OCCP (now DCCEL).	Update references to OCCP (now DCCEL).	2240, 2241 2310, 3320 6231, 6232, 91310, 91330, 12110, 13510	
2. CA Employees, Volunteers, Students, Interns, and Other Persons	Add information on "Background Clearances for CA Employees" by adding requirements in 5527 A.	Provides a chart for the Approval Process and a chart for State Employee Pre-Employment Procedures.	Ops 5527	5/8/02
3. Implementation Practices/ Procedures for Storing HIV/STD Information	Change phrase "shall not be stored" to "shall be secured" (electronic storage).	Allow electronic storage of HIV/STD information.	Ops 5723 subsection (F.)(2)(i)	
4. Electronic Monitoring	Establish guidelines for CA staff to use for foster parents and facilities to ensure privacy rights of foster children	Incorporates Policy 01-06 into manual.	Ops 5800	
5. Categorical Title IV-E Eligibility Factors	Update		Ops 11211 subsection (C.)(1.) A.	
6. Social Service Record Make-Up	Sections for service records have been changed to coincide with the new labels that will be used for case work binders starting December 2, 2002.	The tab labels have been changed to make it easier to do files. The process was negotiated with Union Management.	Operations Manual 13410	
7. Destruction of Records	Add reference in section to the form that is used to request expungement	New form developed and approved that was in Policy 01-04	135053	

Title	Issue	Basis	Section #	Issued
8. Licensing Files	Remove table on Disclosable and Non-Disclosable Information	The table is confusing and does not clearly reflect disclosable and non-disclosable information	Operations Manual 137112	
9. Exchanging Confidential Information	Provide a uniform form that will be valid Department-wide and allow the sharing of confidential client information within and outside of DSHS	Initiate use of the DSHS Consent Form 14-012 and the DSHS Authorization Form 17-063	Operations Manual 13795 to 13798	4/17/02